

## JURISDICTION/EMPLOYER

GRANTEE SIGNATURE (IF CONTRACTOR USED)

\*Only travel expenses directly related to the implementation of the grant can be claimed. \*\* Please provide documentation/receipts for all expenses except meals. This includes car rental, airline tickets, and lodging. Please see guidelines as noted in the example.

## Example of Completed TRAVEL EXPENSE LOG

**Jane Broccoli**  
**NAME**

**ABCX-XX-1234**  
**GRANT NUMBER**

**Personnel / Other**  
**BUDGET CATEGORY**

**Green Co./Jolly Consultant**  
**JURISDICTION/EMPLOYER**

**Purpose of trip(s):**

To attend the 2-day Used Oil/HHW Workshop at Anytown, CA on January 3 & 4, 2008

Date/Time		Place of Departure and Destination	Per Diem				Transportation				Total Daily Expenses	
Depart	Return		Lodging**	Breakfast	Lunch	Dinner	Mileage @ \$.505/mile		Rental**	Air**		Parking**
							Miles	Amount				
1/3/08 0700		Green County to Anytown	\$ 65.00		\$ 10.00	\$ 18.00	100	\$ 50.50				\$ 143.50
	1/4/08 1630	Return to Green County		\$ 6.00	\$ 10.00		100	\$ 50.50				\$ 66.50
								\$ -				
								\$ -				
TOTAL								\$ 101.00				\$ 210.00

SUPERVISOR'S SIGNATURE

GRANTEE SIGNATURE (IF CONTRACTOR USED)

**Note:**

If your trip was:	To be able to claim	Travel Reimbursement Guideline
Less than 24 hrs	Breakfast	Travel time must begin at or before 6:00 am and ends at or after 9:00 am
	Dinner	Travel begins at or before 4:00 pm and ends at or after 7:00 pm
More than 24 hrs	Breakfast	Travel time must begin at or before 6:00 am and ends at or after 9:00 am
	Lunch	Travel begins at or before 11:00 am or if travel ends at or after 2:00 pm
	Dinner	Travel begins at or before 4:00 pm and ends at or after 7:00 pm

Breakfast	Actual up to \$6.00	Incidentals	Actual up to \$6.00
Lunch	Actual up to \$10.00	Lodging with receipt	Actual up to \$84 + tax
Dinner	Actual up to \$18.00	Lodging without receipt	Actual up to \$24.99

For travel taking place **January 1, 2008 or later**, the mileage rate is **50.5 cents** per mile

For travel **between** the dates of **January 1, 2007 and December 31, 2007**, the mileage reimbursement rate is **48.5 cents** per mile

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